Villa Julie College

STUDENT HANDBOOK

1984-1986

STEVENSON, MARYLAND

FOR READY REFERENCE

To Call The College

The telephone number is (301) 486-7000. The switchboard is open from 8 a.m. to 10 p.m. on Monday, Tuesday, Wednesday, and Thursday. It is open from 8 a.m. to 4:30 p.m. on Friday. The college is closed on Saturday. Hours vary during summer months and in January. Call 486-7000 for general information. When switchboard is closed messages are tape recorded and will be answered as soon as possible. Messages received for students will be placed in their mailboxes. Faculty and students will be called from classes for emergency reasons only.

Pay phones are available for student use. Their locations are:

486-9869 - Student Center
486-9872 - Lobby, Learning Resources Center
486-9703 - Learning Resources Center, near stairway leading to college theatre

What To Do In Case of Snow Or Other Inclement Weather

Special radio announcements in the name of Villa Julie College will be made when the college is to be closed, or classes are to be late, because of snow or other inclement weather. On such days students are urged to tune in early in the morning to WBAL or other local radio stations for announcements

Morning Classes: Sometimes, when weather conditions are bad but not severe enough to warrant closing the college, the first one or two hours of class may be cancelled. But to be sure all students are urged to listen to early morning radio announcements.

Afternoon Classes: When necessary, because of changing weather conditions, special radio announcements concerning afternoon classes will be made later in the morning in the name of Villa Julie College.

Evening Classes: Special radio announcements for Villa Julie will be made after 4 p.m. if evening classes are cancelled. Otherwise, school as usual. Listen to the radio stations and be guided accordingly, so the college switchboard will not be flooded. Your cooperation will be appreciated.

Holidays Observed By The College

1984-1985 (First Semester)

Columbus Day—10/8 (M)
Thanksgiving—11/21, 22, 23 (W, Th, & F)
Christmas Holidays and Intersession—12/22 (S) thru 1/27 (S)

1984-1985 (Second Semester)

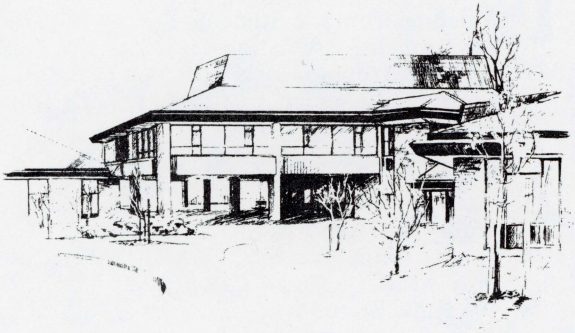
Washington's Birthday—2/18 (M)
Spring Break—4/4 (Th) thru 4/9 (T)

1985-1986 (First Semester)

Columbus Day—10/14 (M)
Thanksgiving—11/27, 28, 29 (W, Th, & F)
Christmas Holidays and Intersession—12/21 (Sa) thru 2/2 (Su)

1985-1986 (Second Semester)

Washington's Birthday—2/17 (M)
Spring Break—3/27 (Th) thru 4/1 (T)



GENERAL INFORMATION

INCLUDING

RULES AND REGULATIONS FOR THE GUIDANCE OF STUDENTS

ATTENDING

VILLA JULIE COLLEGE

Students are responsible for reading and complying with information contained in this handbook.

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SECTION 1

WELCOME FROM THE STUDENT GOVERNMENT ASSOCIATION

Dear Fellow Students:

Hello and welcome. Life at Villa Julie College is filled with many challenges and memorable experiences. The more challenges we undertake, the more rewarding the experiences will be. To tackle the many challenges ahead may sometimes seem difficult, but with the help of fellow students, faculty, and administrators, even the seemingly impossible can be within reach.

There is much to be gained from college in addition to an academic education. College should indeed be more than just work. Involvement in extra-curricular activities makes college life a much more fulfilling experience.

To the adult returning and part-time students who will be joining us on campus this year, we extend a special word of welcome. We look forward to our association with you. We can profit from your experience and will value your input in all phases of campus life. (As a matter of fact officers of the Student Government Association often include interested adult students.) So, if you're new on campus we hope that you will participate freely, as your time and schedule will permit.

We, of the Student Government Association, are here to serve all, but it is only with total involvement that our activities can be successful. Together we can make it happen.

Good Luck!

The Student Government Association

GREETINGS FROM THE PRESIDENT

My dear students,

Welcome to Villa Julie. The time you spend here should be for you a time of intensified learning, growth, much joy, and great personal fulfillment.

This handbook is designed to help you over the rough spots. For the questions it does not answer, your instructors, the entire staff and I will be glad to help you. Don't hesitate to ask us.

These years, short as they will seem when you look back on them, are precious. They represent your time to develop the self-confidence that is rooted in knowledge - the knowledge of yourself, of others, of the world. They are your special time of freedom to explore, to question and to learn.

As you progress through your Villa Julie experience, you can have the satisfaction of knowing that you are attending a unique college, one that specializes in career training along with a solid liberal arts undergirding, a college with a wide reputation for excellence.

The value you will get out of all this will be directly proportional to what you put into it.

Meanwhile, the faculty and I look forward to helping you achieve your best self.

Sincerely,

Carolyn Manuszak
President, Villa Julie College

1984-1985 ACADEMIC CALENDAR

First Semester

August
27/28 (M/T) Final Registration
27 (M) Freshman Orientation

September
4 (T) Classes begin, 8 A.M.
11 (T) Last day to add a class

October
8 (M) Columbus Day Holiday
19 (F) End of First Quarter

November
2 (F) Last day to drop a class
21-23 (W-F) Thanksgiving Holidays

December
17-21 (M-F) First Semester Examinations

December 22 - January 27
Intersession

Second Semester

January
22/23 (T/W) Final Registration
28 (M) Classes begin, 8 A.M.

February
4 (M) Last day to add a class
18 (M) Washington's Birthday Holiday

March
15 (F) End of Third Quarter
29 (F) Last day to drop a class

April
4-9 (Th-T) Spring Break

May
13-17 (M-F) Second Semester Examinations
23 (Th) Commencement

1985-1986 ACADEMIC CALENDAR

First Semester

August
26/27 (M/T) Final Registration
26 (M) Freshman Orientation

September
3 (T) Classes begin, 8 A.M.
10 (T) Last day to add a class

October
14 (M) Columbus Day Holiday
18 (F) End of First Quarter

November
1 (F) Last day to drop a class
27-29 (W-F) Thanksgiving Holidays

December
16-20 (M-F) First Semester Examinations

December 21 - February 2
Intersession

Second Semester

January
21/22 (T/W) Final Registration
27 (M) Classes begin, 8 A.M.

February
3 (M) Last day to add a class
17 (M) Washington's Birthday Holiday

March
14 (F) End of Third Quarter

March 27 - April 1 Spring Break

April
4 (F) Last day to drop a class

May
12-16 (M-F) Second Semester Examinations
22 (Th) Commencement

SECTION 2

ACADEMIC REGULATIONS

CLASS ATTENDANCE POLICY

Students are expected to attend each class period. Grades will be based on demonstrated achievement of the objectives of the course, not on appearance in class as such. In some courses—especially those which build a sequence of skills—class participation is obviously essential to the objectives of the course; this decision is left to each faculty member. Class attendance may, of course, be taken for purposes of learning to know names and faces, the guidance expected in an educational enterprise, and the personal concern traditional at Villa Julie College.

Every faculty member is expected to distribute to the students during the first week of the course: a summary of the general and specific objectives of the course, a statement of what the classroom presentations are designed to contribute to these objectives, and an assignment and test schedule for the semester. All tests and major papers or projects should examine achievement of the stated objectives of the course.

Every student is responsible to achieve in some way the material covered or the skills exercised during scheduled classes. The student cannot expect special tutoring to make up for unnecessary absence from class; much less should he expect test dates to be changed for his convenience. Freedom of choice carries with it the obligation to accept the consequences of one's choice.

Faculty should be mindful of differences in student temperament, gifts, and mode of participation. Students should be mindful that they must communicate to their teachers somehow their achievement in the course; a student who would rather not place the full burden of this communication on his final exam and/or term project would do well to communicate his growth in knowledge through class participation.

Finally, when the class grade has been given, the student should expect that the instructor has tried to give an honest appraisal of the student's accomplishment. Nevertheless, any student who questions the accuracy of a grade received may request an explanation from the instructor. A college that has a policy of "responsible attendance" also expects its students to exercise the responsibility of trying to handle their difficulties themselves. Only after this effort has been made should the faculty adviser, or a dean or another third party be approached for further aid. (See Grievance Procedures, Section 9, page 37)

GRADES AND REPORTS

The academic standing of a student is determined by the quality and quantity of his work. For admission into the senior class, a student must have completed a minimum of thirty semester hours of satisfactory grades.

Grades are determined by the student's achievement in class work, and by the mid-term and final examination.

Grades are issued at the end of each quarter. The first and third quarter grades are advisory. Students are responsible for obtaining grades from their faculty advisers. The semester grades determine actual academic standing; transcripts of these grades are mailed directly to the students.

Faculty are required to keep in their possession the final examinations of all students for a period of three months or 90 days following the semester examination period.

If a student wishes to have a semester grade for the course reviewed, he should do so immediately after receiving his grade and must do so during this three month time limit.

The grading system is as follows:

A Excellence; outstanding achievement.
B Above-average attainment.
C Satisfactory mastery of essentials.
D Mere fulfillment of minimum requirement. Only one course in D in any one semester will be counted toward a degree. Generally, D is not accepted for transfer credit.
F Failure; no credit for the course.
W Withdrawal if made within 8 weeks after the beginning of the semester.
I Incomplete—An incomplete is granted only by written request, and is subject to approval of both the Dean of the College and the instructor. The grade of "I" is granted only when a student, because of illness or other unavoidable circumstances, has not completed the course objectives. An "I" which is not removed in four weeks automatically converts to an "F". (This four-week limit does not apply to machine shorthand courses.) No quality point average will be computed for a student while any course remains incomplete.

Audit A student will be allowed to audit a class if the enrollment of the class warrants it and with the prior approval of the instructor of the course. Students may change an audit to a credit course only during the first week of class. Students may change a credit course to an audit only during the first eight weeks of class (two weeks in January and summer sessions). This is done through the Registrar's Office.

P/F The grade of Pass or Fail is given for most internships. Credit is granted for "P"; however, the grade of "P" or "F" does not affect the quality point average.

QUALITY POINT AVERAGE

Rank in class, academic standing, class promotion, graduation and honors are based on the quality ratio. This is computed by multiplying the number of semester hours of credit by the quality points given to the grade, and dividing the sum of the products by the total number of semester hours carried. The quality points allotted to each letter grade are as follows: A=4 quality points; B=3 quality points; C=2 quality points; D=1 quality point; F=0 quality points. The following is an example of quality points average (QPA) computation:

grade earned		quality points		credits attempted		
A	=	4	x	3	=	12
B	=	3	x	3	=	9
C	=	2	x	3	=	6
C	=	2	x	3	=	6
A	=	4	x	4	=	16
49 divided by 16 × 3.0625				*16*		*49*

DEAN'S LIST

Full-time students who earn a quality ratio of 3.5 in any semester have their names placed on the Dean's List.

ACADEMIC STATUS

Any student who has attempted 9 to 17 semester hours of credit and whose quality point average falls below 1.50 is assigned academic probationary status for that semester. A student who has attempted 18 to 29 semester hours of credit and whose quality point average falls below 1.90 is considered on academic probation. After a student takes 30 or more credits, he must achieve a quality point average of 2.00 in order to be assigned regular academic status.

DEGREE REQUIREMENTS

ASSOCIATE IN ARTS DEGREE

Courses of instruction offered by the college are arranged in curricular programs which lead to a degree of Associate in Arts. To be eligible for this degree, a student must:

— Satisfactorily earn a minimum of 60 credits;
— Complete the general college requirements in the arts and sciences;
— Complete the requirements of one of the degree programs approved by the college;
— Earn a quality point average of 2.00;
— Complete a minimum of 30 credits at Villa Julie College;
— Earn the final 15 credits at the college unless special written exception is requested and obtained from the Dean of the college;
— Comply with the general regulations of the college.

A student expecting to graduate at the end of the semester must file an application for the diploma with the Registrar at the time of final registration in the student's last semester at the college.

The undergraduate records of all persons receiving a degree are closed approximately three months or 90 days after the end of the semester. Any changes to the permanent record must be made by this date.

General College Requirements For The Associate In Arts Degree

The college is committed to providing a solid base in the liberal arts for each student. Therefore, all students are required to take courses that will develop an understanding of their cultural heritage; an appreciation of art and the humanities; the ability to communicate with ease orally and in writing; an understanding of society and how it functions; and the ability to reflect, to reason and to handle quantitative knowledge. To fulfill these general college requirements, students must complete a minimum of 8 courses (40 percent of the degree work) in the following areas:

— Two courses in English (composition and literature);
— One course in the Communication Arts;
— One course in the fine arts (Art, Music, Dance);
— One course in Philosophy;
— One course in Religion;
— One course in History or a social science (Anthropology, Economics, Geography, Political Science, Sociology);

— One course in Mathematics, Psychology, or the natural sciences (Chemistry, Biology, Physical Sciences).
— One "Patterns of Thought" course. These are designed to give an understanding of the historical and cultural perspective of one discipline, and to demonstrate the relation of this one field of study to other areas of the liberal arts. These "Patterns of Thought" courses are offered in several disciplines and may also fulfill a college requirement in one area. At present, "Patterns of Thought" courses may be taken in Drama, History, English Literature, Philosophy and Religion.

BACHELOR OF SCIENCE DEGREE

The student must fulfill the following requirements for the Bachelor of Science degree:

— Earn a minimum of 120 credits, which must include 32 credits of upper level work.
— Complete the General College Requirements for a bachelor's degree (see list below);
— Complete the courses required by the curriculum the student has chosen;
— Successfully complete the major;
— Achieve a quality point average of at least 2.00;
— Earn at least 30 credits at the college;
— Earn the final 30 credits at the college unless permission is granted in writing by the Dean of the college;
— Comply with the general regulations of the college.

A student expecting to graduate at the end of the semester must file an application for a diploma with the Registrar at the time of final registration in the student's last semester at the college.

The undergraduate records of all persons receiving a degree are closed approximately three months or 90 days after the end of the semester. Any changes to the permanent record must be made by this date.

General College Requirements For The Bachelor's Degree

To fulfill the general college requirements, students must complete a minimum of 15 courses in the following areas:

— Four courses in English: two writing courses (English 151 and a second writing course) and two literature courses. At least one of these must be an upper level course.
— Four courses, one in each of the following areas: Communication Arts, the fine arts (Art, Music, Dance); Philosophy and Religion;
— One course in History or the Social Sciences;
— Two courses in the natural sciences with a laboratory;
— One "Patterns of Thought" course. These are designed to give an understanding of the historical and cultural perspective of one discipline, and to demonstrate the relation of this one field of study to other areas of the liberal arts. These "Patterns of Thought" courses are offered in several disciplines and may also fulfill a college requirement in one area. At present, "Patterns of Thought" courses may be taken in Drama, History, English Literature, Philosophy and Religion.
— Four additional courses from History, Philosophy, Mathematics or the Social Sciences. (No more than two of these courses may be from any one discipline, and none can be courses required for the major.)

REGISTRATION

Full-time students must register on the days scheduled in the academic calendar. A five dollar fee is charged for early or late registration.

Part-time students may register by mail until one week prior to the start of each session; after that date, in-person registration only is accepted.

Any student who is carrying nine or more credit hours is classified as a full-time student.

Students complete registration when thay accept their printed schedule of classes.

POLICIES PERTAINING TO TRANSFER CREDIT

Students are advised that only the courses and credits completed at other accredited institutions with a grade of C or better are transferrable to Villa Julie. Courses must be in programs offered at this college.

Grades and quality point averages earned at another institution are not transferrable. The credit will apply toward graduation but the quality points are not used in calculating the academic average required for graduation.

Students enrolled at Villa Julie should request authorization from the Dean of the college to take courses elsewhere if these courses are to be applied to the degree. Students may not take courses at other institutions if they are within the last 15 credits required for an Associate's Degree or the last 30 credits required for a Bachelor's Degree.

CLEP POLICY

Many students who are not recent high school graduates have acquired knowledge through experience that is equivalent to that gained through a college course. This knowledge can be evaluated through the College Level Examination Program (CLEP) and if the student achieves a certain score on these examinations, college credit may be awarded.

This program of the College Entrance Examination Board is a nationwide system of credit-by-examination. CLEP offers two types of tests:

1. **General Examinations** which measure college-level achievement in five basic areas of the liberal arts: English Composition, Humanities, Mathematics, Natural Sciences and Social Sciences and History. They test material usually covered in the first two years of college in the general education or liberal arts segment of the curriculum. While each of these tests measure material that is usually contained in six credits of college work, most colleges award the amount of credit usually given for comparable areas of the curriculum at the college.

2. **Subject Examinations** measure achievement in specific college courses and serve to grant exemption from and credit for these courses. Some of these examinations include an optional essay in addition to an objective test of 90 minutes.

Students seeking credit through these examinations should be aware of the following policy.

Credits earned through CLEP examinations are considered by this college to be transfer credits. In order to earn a degree from Villa Julie College a student must earn a minimum of 30 credits at this college. CLEP credits are not considered earned at Villa Julie.

Credits earned through CLEP may **not** be used toward the last forty-five credits in a bachelor's degree program or the last thirty credits in an associate degree program.

Credit is not allowed for an examination which duplicates another examination or course previously completed. Nor is credit allowed for a course which was waived, or in an area where a related higher level course has previously been completed.

Credit is granted for scores on the Subject Examinations and General Examinations that are at the 50th percentile or higher.

Optional essays are not required for any exams.

Students transferring from another college must have original CLEP scores sent to the college. Credit will be awarded according to the policy of this college. If the previous CLEP credit is part of a **completed** associate's degree program, it will be accepted without regard to original scores.

Grades are not awarded for credit received through the CLEP examinations, and, therefore, have no effect on the cumulative average.

CLEP credits may be used to fulfill the General college requirements and electives. They may not be used to fulfill program requirements.

A student must matriculate at this college before CLEP scores are recorded on the transcript. Grades for CLEP are not computed in the quality point average; credit only is granted.

Some subject examinations are not accepted by this college; the student should consult the Registrar's Office to determine which examinations are accepted.

The same amount of credit is given for these exams as is given for the equivalent course at this college.

Students should submit the results of these examinations as soon as possible after entering the college in order to avoid duplication of work and to provide a basis for planning their program of studies for the completion of a degree.

SCHEDULE CHANGES

A student's program of studies is made out in consultation with a faculty adviser.

There will be a fee of one dollar charged for each change in schedule made after registration is complete.

Students attending fall or spring sessions who wish to add a subject may do so only during the first week of classes each semester. Students attending January or summer sessions may add a subject only before the second class meeting.

Students who drop a course during the first week of class will not have this course recorded on their transcript.

Students attending fall or spring sessions who have not dropped a course during the first week of class may withdraw from the course during the next seven weeks of the semester. Students withdrawing during this period will have a grade of "W" recorded for the course. After the eighth week of class, any student who withdraws from a course receives a grade of "F". Students attending January or summer sessions who have not dropped a course

through the second week of class are permitted to withdraw from a course through a second week of classes and receive a grade of "W". After that time a student who drops a course receives a grade of "F".

COURSE LOAD

The normal student load for full-time students is from 15 to 17 semester hours of credit depending upon the curriculum in which a student is registered. A student may not register for more than 17 hours in any one semester without the permission of the Dean of the college. There is an additional tuition charge for credits over 17 hours.

A semester hour represents credit earned for one hour of class or two hours of laboratory work during each week of one semester of fifteen weeks. Thus a student who does satisfactory work in a class that meets three lecture hours a week for one semester receives three credits for that class.

Part-time students may carry eight credit hours. Normal course load for the summer session is six credits. Exceptions to this rule must be approved by the Dean of the college, where the student is enrolled for a degree, either before or at the time of registration.

INTERNSHIPS

Second-year students are afforded the opportunity to serve an internship (during the college's intersession period, in the month of January) in a business or professional office, hospital or government office. This internship, regarded as one of the great strengths of Villa Julie, is required of all students in career programs. It provides the opportunity for the student to gain practical experience, in the real world of work, in his area of special interest.

TRANSCRIPT REQUESTS

Transcripts are sent to colleges and universities at the written request of the student. Beginning with the second transcript, a fee of two dollars must be sent with the request form to the Registrar. All financial obligations to the college must be met before a transcript is issued.

WITHDRAWAL PROCEDURES

A student planning to withdraw from the college should understand that his record is not complete until he has officially withdrawn. Before leaving, he is responsible to clear all obligations regarding tuition/financial aid, library books, and parking fees. The student must complete a Notice of Withdrawal form and file it with the Registrar. If a student does not follow this procedure, an "F" will be recorded for all courses.

A student must withdraw in person; however, in special cases a student may request withdrawal by letter.

The college reserves the right to ask a student to withdraw for reasons of unsatisfactory academic work or conduct detrimental to the spirit and operation of the college.

EXAMINATION POLICY

Examinations must be taken at the scheduled hour. If a student is unable to be present at the scheduled hour for the examination, he must present his reason in writing to the Registrar, and after securing the approval of the instructor (who must devise a new examination), the student may make arrangements with the Registrar for taking the examination. However, *a fee of $10 will be charged for each early or late examination.*

Students who have a conflict in their exam schedules, i.e. two exams scheduled for the same time, must inform the Registrar of this conflict. She will make arrangements for the student to take one exam at another time and will notify the instructor of the course. These arrangements are made by the Registrar only. The student will come to the Registrar's Office to pick up the exam which has been rescheduled and will take it in the room set aside for this purpose.

Faculty are required to keep in their possession the final examinations of all students for a period of three months or 90 days following the semester examination period.

DELAY OF INSTRUCTORS

If an instructor is late for class, students should wait in the classroom at least ten minutes. Then, students should contact the Academic Dean's office to find out if a message was left and what time the instructor is expected, before leaving class for the day.

USE OF THE LIBRARY

The library, located in the Learning Resources Center, has an extensive collection of books, periodicals, and audiovisual materials for the use of students and faculty. It also administers the college's collection of micro-computer software, which can be utilized in the computer laboratory, located on the second floor of the Learning Resources Center.

Hours - The library is open six days per week. Hours are 8 a.m. to 10 p.m. Monday through Thursday; 8 a.m. to 5 p.m. Friday, and 12:30 p.m. to 4:30 p.m. on Sunday. When classes are not in session, the library is open all hours that the college is open for business.

How to Use the Library - All materials owned by the library are cataloged; access is provided through the public catalog. Audiovisual materials and equipment must be used within the library or classroom; books and unbound periodicals can be checked out for home use. Exception: audio cassette tapes for court reporting students circulate two at a time for a one-week non-renewable period.

Books circulate for four weeks and may be renewed if no other patron needs the material; serials circulate for one week if not the latest issue; one day, if latest issue. **Student identification cards must be produced at the circulation desk prior to checking out materials.**

Reserved Materials - Books, articles, and audiovisuals which faculty members require students to read, see, or listen to are shelved behind the circulation desk. Students must request materials by course number, title, and teacher's name from the desk attendent. During the day, reserved materials must stay in the library and circulate one hour at a time. After 3 p.m., **most** materials may be checked out for overnight use. All reserved materials must be returned to the library by 9 a.m. the next business day. Exceptions are granted only with the written consent of the instructor. A deposit of $1 per item is required for overnight circulation. This deposit is returned the next day when the material is returned. The fine for overdue reserved materials is 25¢ per hour.

Policy on Overdue Materials - A fine of 10¢ per working day is assessed for overdue materials up to a maximum fine of $2 for any one volume or $5 for multiple overdues. A two-day grace period is accorded students before fines are assessed. If books are not returned to the library, students **will not** receive their diplomas at graduation and transcripts will not be issued.

Lost Books - Materials lost or damaged by students must be paid for prior to graduation, or transcripts and diplomas will be withheld.

Library Security - The library is protected by an electronic security system installed in the main lobby entranceway. Patrons must check out all materials at the circulation desk to avoid setting off the security alarm on leaving the library. This system is provided so that patrons will be able to find the books and magazines when needed.

Exit from the library must be through the security system at the main entrance. All other doors are locked from the outside and alarmed from the inside. They are to be used only in case of emergency.

Smoking, eating and drinking are not permitted in the library. Trash receptacles and ashtrays are provided just outside the entrance doors.

SECTION 3
STUDENT SERVICES

The purpose of Student Services is to enhance the student's life at Villa Julie through a variety of services geared to personal and academic needs. Student services are available to full and part-time students at Villa Julie College. Evening students are asked to contact the Director of Special Programs to arrange access to any service not available during evening hours.

COUNSELING SERVICE

The Counseling Office is located on the lower floor of the Student Center. The service is offered to assist students with the personal needs during their years at Villa Julie College.

Individual and group counseling and advisement are available in such areas as: study techniques, career exploration, vocational testing, and personal and social adjustment. Students are encouraged to use these services as their needs require. In addition, workshops are held during the academic year that focus on self-awareness, career planning, decision making.

The relationship students establish with the counselor is based on the principle of confidentiality as standard ethical practice.

FACULTY ADVISERS

Each student is assigned a faculty adviser who can assist in academic planning and be a source of information about a specific discipline or area of interest or experience. The adviser provides background knowledge and assists in course selection with emphasis on the student's own decision making.

PLACEMENT SERVICE

The Office of Placement Services assists students and alumni in obtaining full and part-time employment and in considering long-term career objectives. Placement services constitute an integral part of the student's education.

The office is located on the second floor of Founders' Hall above the food service area.

All students who are enrolled in Villa Julie College courses or who have graduated from the college are eligible for services of the Placement Office.

While the Office of Placement Services cannot guarantee employment, it does, however, provide assistance which makes job hunting and career planning easier and more successful.

Services include maintenance of employment opportunities bulletin board, employment referals, workshops on career development, resume writing and job-hunting techniques, and maintenance of placement and internship credentials on students and alumni.

Career awareness programs involving guest speakers from the business, governmental and professional communities are scheduled throughout the year. Career counseling is available on an individual basis. The computer assisted guidance program DISCOVER is available. A Career Information Area (CIA) is maintained in the Office of Placement Services.

Each spring the college invites local employers to participate in an "On-Campus Recruiting Program." Students and alumni are given an opportunity through the Placement Office for interviews with employers on the college campus.

COMMUNICATIONS SKILLS CENTER

The Villa Julie Communications Skills Center located in the Mueller House, offers special services to all students who experience either a short or long-term difficulty in studying. It is a place where students may acquire a new skill, improve on an old one, or deal with specific learning problems that they have discovered during regular course work.

Specifically, through the Lab any student may receive:

- ☐ Support for independent learning strategies in regular courses.
- ☐ Long-term remedial work in reading and writing.
- ☐ Short-term remedial work in reading, study skills and writing.
- ☐ Guidance for those students who experience difficulty in learning and finding reasons for learning.
- ☐ Small group mini-courses or segments of courses for students.
- ☐ Individual tutoring in specific study areas for students needing help both long and short term.

STUDENT TUTORS

Student tutors are selected on the basis of their academic achievement and ability to relate well to others. They are trained in tutoring and study skills.

Arrangements for obtaining a tutor for a particular subject may be made by contacting the Director of the Communications Skills Center.

STUDENT ADIVISERS

After students complete one year of college at Villa Julie, they may be recommended by administrators and faculty members to serve as Student Advisers. These students are trained to become group discussion leaders. The Advisers assist with planning and implementing Freshman Orientation, Parent Orientation, All-College Meetings and Campus Days.

HEALTH SERVICES

Routine first aid is provided by the Director of Student Activities. Accidents or emergencies should be reported to the Director of Student Activities who will arrange for professional care.

THE COLLEGE STORE

The college store is located on the first floor of Founders' Hall near the vending machines. Students may obtain textbooks, school supplies, Villa Julie imprinted clothing and other items in the college store which is open daily, Monday through Friday from 8:30 a.m. to 2:30 p.m. For evening school students the store will be open during class hours for the first two weeks of school. After that, evening students wishing to make purchases should call the store during the daytime hours and arrange for purchase to be left with the evening secretary.

I.D. CARDS

Identification cards will be issued to new students entering the college at fall and spring registration. Each I.D. card will be validated at the beginning of each semester. The I.D. card, upon presentation, entitles Villa Julie College students to free or reduced admission to mixers, dances, drama and chorus presentations. The I.D. card must be presented to borrow materials from the Villa Julie Library. In addition, students are required to present their I.D. card to college officials upon request. Student discounts are also available at selected stores and establishments throughout the area.

The initial cost of the I.D. card is covered by the Student Activity fee. Losses should be reported immediately to the Director of Student Activities. A charge of $5.00 will be made for the replacement of a lost card.

FOOD SERVICE

Food service is provided by vending machines located in Founders' Hall. Hot and cold lunches, snacks, beverages, and desserts are available. Periodically, special luncheons are prepared by various campus groups for the enjoyment of the campus community.

LOCKERS

The locker room is located on the ground floor of the Student Center. New students who desire a locker will be given the opportunity to ask for it on Freshman Orientation Day. There is a rental fee of $3 for a lock, payable on Orientation Day. All lockers must have a lock and only the rental locks are permitted.

Returning students who wish to have a locker may apply to the Student Activities secretary to procure the locker and the rental lock.

All personal belongings must be removed from lockers by the end of the academic year.

MAIL BOXES

Mailboxes are one of the most frequently used means of communication within the college. Therefore, mailboxes should be checked twice a day.

Student mailboxes are located in Founders' Hall near the food service area. Each mailbox has the student's name above it. Although the mailboxes are open, the right of privacy must be observed.

LOST AND FOUND

Report all lost-and-found articles to the Student Activities secretary, ground floor of Student Center.

SECTION 4

ACTIVITIES

SPECIAL EVENTS

DRAMA. Major productions are scheduled during the year by the Drama Department in the Inscape Theatre. Villa Julie students have performed at various informal campus/community gatherings and have staged productions in past years at the Inner Harbor, Annapolis, Towson, Columbia, Western Maryland College, in churches and have entered the National American College Theatre Festival in the acting competitions.

ART. Exhibitions of well-known artists are held periodically in the Art Wing Gallery and in the VJC Library. Student art work is also displayed in the Art Wing at various times throughout the year.

Groups of professional artists and sculptors frequently schedule special exhibitions for the Villa Julie Library.

MUSIC. The Chorus presents concerts during the year and is often incorporated into the program of college ceremonies and celebrations.

COLLEGE-SPONSORED EVENTS

ALL—COLLEGE MEETINGS. All-College Meetings are convened quarterly by the President of the college to provide a forum through which to communicate the "state of the college" to students, faculty and staff and to discuss topics of importance to the college.

LECTURE SERIES. Lectures are held throughout the academic term. Outstanding speakers are scheduled. They afford students the opportunity to expand their horizons through exposure to a wide variety of topics.

ORIENTATION. The new student orientation program is designed to facilitate a student's transition into college life. Students are informed as to academic requirements and procedures, as well as student services and extra- and co-curricular events.

The program begins with pre-registration during the summer. At this time students meet with the Vice President of the college, members of Student Services, and Faculty Advisers to discuss program and course selection.

The orientation program continues prior to the beginning of classes when meetings and activities are planned to acquaint incoming students with campus life and to integrate them into the college community.

A parent orientation program is also planned each year. Parents are invited on campus in order to learn about Villa Julie College life and to speak with representatives from the administration and faculty.

CAMPUS DAYS. The Admissions Office schedules days every year on which high school students are given the opportunity to visit the college, to sit in on classes, to talk with students and faculty, and generally, to learn about the college on a first-hand basis.

HONORS CONVOCATION. Students who have achieved high academic standing, as well as those who have been eminent in their service to the college, are honored by a general convocation of students and faculty near the end of the academic year.

ACTIVITIES AWARDS CEREMONY. Students who have made outstanding contributions to the college and to fellow students through participation in activities are recognized at an activities awards ceremony near the end of the academic year.

BACCALAUREATE SERVICE. This is the final gathering of the Senior class before graduation. The service solemnly commemorates the completion of one phase of the student's life and celebrates the opening of another. Family and friends are encouraged to share in this experience.

COMMENCEMENT. The culmination of each academic year is commencement at which seniors, parents, family and friends attend the presentation of degrees and honors. Freshmen are invited to attend these exercises.

COLLEGE COMMITTEES

STUDENT-FACULTY-ADMINISTRATION BOARD. The SFA/Student-Faculty-Administration Board serves as an advisory body to the President and administration for the formulation of policies and changes which affect the college community as a whole, and to maintain open lines of communication among students, faculty, and administrators. This Board consists of five administrators, five faculty members elected by the faculty, ten seniors elected by the seniors, and five freshmen elected by the freshmen. The President of the college convenes and presides at the meeting of the SFA, and voluntarily accepts its major decisions except in such cases as may run counter to other responsibilities of the college and of the President as Chief Executive Officer of the college.

STUDENT LIFE COMMITTEE. This committee comprised of students, faculty and administrators functions as a coordinating advisory group to student services to insure a comprehensive program of support services for students. The group will share information relevant to each member's area and be a communications link with others on campus.

COLLEGE COMMUNITY COMMITTEE. The CCC is a committee of the college composed of administration, faculty and students. The committee plans and implements the college's Lecture Series and works toward encouraging and nurturing spirit of community on the campus.

ALUMNI ASSOCIATION. Villa Julie College Alumni Association is open to all graduates. It is governed by an Association Council consisting of eight officers plus events chairmen and a student representative from the Freshman and Senior classes. The Association sponsors several activities annually including a Reunion Day, Phonathon, Appreciation Dinner, Fashion Show, and Baccalaureate Reception.

Students are also invited to participate as members of other standing committees of the college.

STUDENT ORGANIZATIONS AND CLUBS

Every Tuesday and Thursday the college schedules a free period from 1 to 2 p.m. to accommodate various extra-curricular activities. Meetings and work periods as well as campus interest-group events are usually scheduled during this time. Every student is cordially encouraged to participate in any one of the extra-curricular activities.

STUDENT GOVERNMENT ASSOCIATION. The Student Government Association is an active and influential organization on the Villa Julie College campus. The Student Government Association believes that student participation is the basis for a well-rounded education. Participation in SGA is designed to promote intellectual development and maturity through the organization and implementation of various campus and community activities. Student Government at Villa Julie College offers students the opportunity to develop their leadership and administrative abilities. The college experience of every student is broadened by the Student Government Association through sponsorship of a variety of extra-curricular activities (including mixers, concerts, luncheons, talent shows, community projects, etc.)

All students are invited to meetings. Student participation is activated through the SGA and the class officers and all other SGA members. The Student Government plays an active role in the decisions of college policies through its participation in the Student-Faculty-Administration Board.

Any student interested in information or participation may contact any SGA or class officer or the Director of Student Activities.

ACE CLUB (Adults in Continuing Education). This club, for students who are adults in continuing education, provides an opportunity for them to meet and discuss mutual interests and to share experiences. The club sponsors special programs and events at various times during the academic year.

CIRCLE K CLUB. Under sponsorship of the Reisterstown Kiwanis Club, this is a service organization in which student members meet periodically, to sponsor various events for the enrichment of campus life or for the benefit of worthy causes in the outside community.

DATA PROCESSING CLUB. Data Processing Management Association (DPMA) is an internationally recognized organization dedicated to keeping the data processing professional a professional. Through its relationship with DPMA, the Student Chapter or Club has the opportunity to exchange information with members of the data processing community. DPMA members often attend Student Chapter or Club meetings and students attend DPMA Chapter meetings. This provides a link between employers and prospective employees.

FINE ARTS CLUB. The Fine Arts Club works in tandem with the Art Department to coordinate and publicize college play productions, the Fine Arts Festival, and other art activities on campus. Luncheon meetings are held to share views and to plan activities. Club members play host to visiting performers and artists.

PARALEGAL CLUB. The purpose of the Paralegal Club is to enhance interest and knowledge of the paralegal profession through programs of educational and social interaction. Members have the opportunity to participate in professional activities, listen to experts speak on legal topics, share experiences and enjoy the company of their paralegals.

TRAVEL CLUB. The club sponsors trips for students in and around the Baltimore area, lectures and films about travel opportunities.

SECRETARIAL CLUB. Established in 1975, the purpose of the club is to stimulate interest in the secretarial profession, develop an appreciation of the importance of basic skills, and encourage students to develop a high level of competence through a continuing program of education. Members have an opportunity to participate in workshops, seminars and National Secretaries Week, and to sponsor speakers, trips and projects.

CHILD DEVELOPMENT CLUB. The Child Development Club is sponsored by the Child Development Division and is open to all students who are interested in encouraging the creative development of young children.

Dramatic presentations and puppet shows for child care agencies, a Christmas party for college and community children, sponsorship of child related lectures and workshops, and social affairs are among the opportunities for involvement open to members.

MUSIC CLUB. The Music Club is designed to explore any avenues of musical interest which members may have, and can involve listening as well as performing.

RECREATION

Under supervision of Student Services the college offers activities such as volleyball, tennis, jogging, pool, table tennis tournaments, backgammon and softball. If there is a demand for any recreational activity, such as gymnastics, slimnastics, etc., arrangements will be made to help meet these demands whenever possible. Various sports equipment is available on loan to students upon presentation of Villa Julie College I.D. cards. A ski trip is planned for the winter and a white water raft trip for the spring.

The college has its own tennis courts. Beginners and intermediate lessons are offered at various times throughout the year. Keys to the courts may be obtained from the Student Services' Secretary. I.D. cards are to be left with the secretary during the time a student has the court key. Failure to return keys promptly will result in loss of court privileges.

Other clubs may be organized at the request of students.

STUDENT PUBLICATIONS

College publications include The Villager, the student newspaper, and Seven Oaks, the college yearbook. The newspaper, written and managed by students, is published two to four times each semester as part of the two-semester Journalism course. Aspiring journalists should consider adding this course to their schedules. Other interested students should contact the editor or adviser of the paper.

The yearbook, known as the Seven Oaks, is also compiled by students with assistance of a faculty adviser. The book attempts to distill the events, people and occurrences of each academic year at Villa Julie into a photographic record. Any student interested in working on the staff should contact the editor or faculty adviser.

SECTION 5

STUDENT AWARDS

Villa Julie College offers the following awards each year.

GRADUATION WITH HIGHEST HONORS

Students who achieve a 3.9 cumulative average are graduated with highest honors.

GRADUATION WITH HONORS

Students who achieve a 3.7 cumulative average are graduated with honors.

VJ PIN

The VJ Pin is the college's most comprehensive honor. It is awarded at the All-College Closing Convocation to the student or students whose total personal performance is meritorious.

Recipients of this award should demonstrate academic achievement, independence and integrity of thought and action, reliability, respect for others, and involvement in college or community affairs.

Nominations are made by faculty, staff and students. Selection is made by a committee of administration, faculty and staff.

LEADERSHIP AWARD

The Leadership Award is awarded to the student who has performed in an outstanding manner as a leader in the college community. He/she is one who initiates action, motivates others to do so and has been an agent for positive change in the college community.

Nominations are made by faculty, staff and students. Selection is made by a committee consisting of administration, faculty and staff.

ELIZABETH McWETHY AWARD

This award is named for the college's strikingly creative founder of Child's World and Chairman of the Child Development Division from 1972 to 1975, and is bestowed from time to time upon the student who has performed and achieved in an outstanding manner, developed her creative potentialities, manifested genuine concern for others, and who has, thus, been a significant influence in the lives of those around her. Nominations are made by faculty, staff and students. Selection is made by a committee of administration, faculty and staff.

HONOR SOCIETY

Alpha Alpha Eta, Villa Julie's chapter of Phi Theta Kappa, the National Scholastic Honor Society for two-year colleges, selects new students each spring for membership. This award is given to recognize and promote exceptional academic achievement.

Full and part-time students who have a cumulative point average of 3.5 or above can be nominated for membership by a faculty member. The student must submit a written work as evidence of his creativity and achievement and in order to be considered for possible selection by a faculty committee.

Students who are interested should contact one of the faculty or the faculty committee at the opening of the Spring Semester.

DELTA PSI OMEGA AWARD

Presented to a drama student who has participated in two leading roles, or carried backstage activities in two productions and who has given unselfishly of his/her time for the good of the whole. Selection is made by the drama faculty.

UNSUNG SENIOR AWARD

The Unsung Senior Award is given at the All-College Closing Convocation to the senior who with no formal recognition, unselfishly and unceasingly gave of her/himself and her/his time to the college. The recipient is nominated by faculty and senior students and voted upon by the Senior class.

WHO'S WHO AMONG STUDENTS IN AMERICAN JUNIOR COLLEGES

Each year seniors are selected by the college for listing in Who's Who Among Students. Students are selected on the basis of scholarship, participation and leadership in academic and extra-curricular activities, citizenship and service.

TALENT ROSTER OF OUTSTANDING MINORITY COMMUNITY COLLEGE GRADUATES

Each year the college selects students for listing in this Talent Roster. Selection is based on the criteria established by the national sponsoring association.

SECTION 6

WHERE TO GO FOR ANSWERS TO SPECIFIC QUESTIONS

FOR	WHO	WHERE
ACADEMIC		
Academic Matters	Dean of College/ Faculty Advisers	Administration Wing/ Faculty Offices
Academic Program	Faculty Adviser	Faculty Offices
Absence of Instructor	Dean of College	Administration Wing
Accreditation of College	Dean of College	Administration Wing
Faculty Office Hours	Posted on Their Doors	Faculty Offices
Transfer Information	Dean of College	Administration Wing
Tutoring	Dir. of Com. Center	Mueller House
Withdrawal from College	Registrar	Administration Wing
ADMISSIONS		
Admissions	Dir. of Admissions	Founders' Hall
Financial Aid	Dir. of Admissions	Founders' Hall
BUSINESS		
Fees, Charges, Tuition	Business Manager	Administration Wing
EVENING SCHOOL		
Evening Program Info.	Dir. of Special Pro.	Founders' Hall, Second Floor
INTERNSHIPS-JOBS		
College Internships	Director of Internships	Founders' Hall, Second Floor
Jobs, Part or Full Time	Dir. of Placement Serv.	Founders' Hall, Second Floor
Placement Services	Dir. of Placement Serv.	Founders' Hall, Second Floor
Career Planning	Counselor/Dir. of Placement Services	Mueller House, Second Floor/ Founder's Hall, Second Floor
LIBRARY		
Library	Librarians	Library
Reference Materials	Librarians	Library
NEWS-PUBLIC RELATIONS		
News & Story Tips	Dir. of Pub. Relations	Administration Wing

PERSONAL NEEDS

Books and Supplies	College Store	Founders' Hall
Counseling Services	Counselor	Mueller House, Second Floor
I.D. Cards	Student Activities Sec.	Student Center, Ground Floor
Lockers	Student Activities Sec.	Student Center, Ground Floor
Lost and Found	Student Activities Sec.	Student Center, Ground Floor
Personal/Social Prob.	Counselor	Student Center, Ground Floor
Parking	Student Activities Sec.	Student Center, Ground Floor

POLICY QUESTIONS

College Policy	President	Administration Wing
Grievances	Pres./Vice-Pres.	Administration Wing
Illness or Injury	Dir. of Stud. Activities	Student Center, Ground Floor
Student Rights and Responsibilities	Dir. of Stud. Activities	Student Center, Ground Floor

RECORDS

Address Change	Registrar	Administration Wing
Course Changes	Registrar	Administration Wing
Grades	Registrar	Administration Wing
Transcripts	Registrar	Administration Wing

STUDENT ACTIVITIES-SPORTS

Athletic Equip. & Bicyc.	Recreation Coordinator	Student Center, Ground Floor
Clubs and Activities	Dir. of Stud. Activities	Student Center, Ground Floor
Social Activities	Dir. of Stud. Activities	Student Center, Ground Floor
Sports Activities	Recreation Coordinator	Student Center, Ground Floor
Student Government	Dir. of Stud. Activities	Student Center, Ground Floor
Student Publications	Dir. of Stud. Activities	Student Center, Ground Floor

ADMINISTRATIVE STAFF

VILLA JULIE COLLEGE STAFF MAINTAINS AN OPEN-DOOR POLICY FOR STUDENT INQUIRIES THROUGHOUT THE YEAR. OFFICE LOCATIONS ARE POSTED ON THE OFFICIAL BULLETIN BOARDS.

President	Carolyn Manuszak
Assistant to the President	Mary M. Fox
Vice President and Dean of the College	Rose Dawson
Assistant Dean	Patricia H. Joseph
Assistant Dean and Director of Special Programs	Barbara S. Hawkins
Business Manager	Landon Burbage
Registrar	Sister Mary Alice Dante
Director of Admissions and Coordinator of Student Financial Aid	Robert C. Koermer
Admissions Adviser	Frances H. Alden
Director of Student Financial Aid Programs	Sister Mary Bernadette Killian
Director of Public Relations	Virginia Tanner
Grants Specialist	Eleanor Logue
Director of Development and Alumni Affairs	Lynn S. Lortz
Director of Placement Services Staff Specialist for Student Services	Anne D. Shelton
Counselor	Mildred B. Jones
Director of Student Activities	Claire E. Moore
Director of Communications Skills Center	Esther B. Rosenstock
Director of Computer Services	Michael B. Rogich
Computer Services Analyst	Nancy McKenzie Shilman
Head Librarian	Mary S. Dagold
Assistant Librarian	Deborah G. Ledbetter

SECTION 7

GENERAL REGULATIONS

PARKING AND CAR REGULATIONS

These regulations apply to *all* students, faculty, administration, and staff members of Villa Julie College:

1. All cars must be registered by *September 15* with each car to be driven displaying a numbered window parking decal. Decals should be obtained at registration or from Student Activities secretary.

2. PARK IN PAVED PARKING LOTS BETWEEN TWO WHITE LINES ONLY.

3. *Parking is strictly forbidden in any other area.*

4. Parking in front of the college is reserved for visitors only.

Registered Vehicles

1. Violators of parking regulations will receive the following penalties:
   1st offense—$5.00
   2nd offense—$25.00
   3rd offense—TOWING

2. Fines must be paid to the Director of Student Activities by the end of the month in which the ticket was issued.

3. If the fine is not paid, it will be *doubled* and *transcripts* will be withheld.

4. If the fine is not paid by graduation the diploma will be withheld.

Unregistered Vehicles

1. Any vehicle on the student or faculty lot without a registered window decal will receive one warning to register that vehicle.

2. Second offense—TOWING

All rules and regulations will be enforced to their fullest extent. Compliance is mandatory.

Please help protect yourself and others by full cooperation with the parking policies and by observing the 10 m.p.h. speed limit on campus.

CARE OF BUILDINGS

During regular sessions college buildings will be open from 7:30 a.m. to 5 p.m., Monday through Friday. Students and their guests are expected to show care in their treatment of Villa Julie College buildings and grounds.

During the academic year, for evening sessions, buildings will be open from 4 to 10 p.m. on Tuesday, Wednesday and Thursday. In the summer, evening sessions are also held from 4 to 10 p.m. on Monday and Thursday. However, summer scheduling may vary. For exact information call the college, 486-7000.

Any need for repairs should be reported immediately to the Business Office.

For special use of the buildings, such as dances or other activities, clearance must be received through the Business Office. Posters, etc. may be placed on bulletin boards only, not on walls or doors.

Instructional and other physical facilities at the college are accessible to handicapped students by access ramps and/or elevator. In addition, special lavatory facilities are located throughout the campus.The college also provides special reserved parking for handicapped individuals. Further information concerning the college's facilities as they relate to handicapped students may be obatained by contacting the Director of Admissions.

GUESTS AND VISITORS ON CAMPUS

Guests of students may be entertained in the Student Center. They may also attend classes *with the permission of the instructor.* The college campus is private property, and visitors may be asked to leave at the discreation of the college.

BULLETIN BOARDS

There are four "Official Bulletin Boards," located on the campus as follows:

Learning Resources Building - Lobby
Student Center - Food Machine area next to the mailboxes
Founders' Hall - First Floor, near classrooms
Learning Resources Building - Classroom hall adjacent to library

Only "Official Notices" should be placed on these bulletin boards. The criteria used in determining what constitutes an official notice are: the information issues from an official of the college; it is of college-wide import; its effect is long-range (one year, or permanent); non-knowledge of the information carries a sanction or long-range effect.

Other bulletin boards are located in strategic areas throughout the College. In Founders' Hall and the Student Center, bulletin boards are designated for Student Government, college activities, outside events, placement, area cultural activities, foreign study, college transfer information.

No posters or notices are allowed without the permission of the Director of Student Activities. Posters and notices must be removed within one week after the event.

SMOKING AND EATING

Because of fire prevention and housekeeping standards, smoking and eating are allowed only in designated sections of the Student Center. There is no smoking, eating or drinking in the library, classrooms or Lecture Hall.

JOINT RESOLUTION PASSED BY STUDENT-FACULTY-ADMINISTRATION BOARD/ STUDENT GOVERNMENT ASSOCIATION

TO DISCOURAGE SMOKING AT GROUP/ORGANIZATIONAL MEETINGS ON CAMPUS.

Whereas all members of the college community have the right to breathe unpolluted, wholesome air at group meetings; and

Whereas many find cigarette smoking in confined, enclosed areas to be unpleasant, offensive, and irritating to the eyes and respiratory system; and

Whereas increasing evidence from the American Lung Association, the National Cancer Institute, and the latest Surgeon General's report indicates that the second-hand sidestream smoke that nonsmokers are forced to inhale raises heart rates, blood pressure, and levels of carbon monoxide and contains high concentrations of such known or suspected cancer-causing agents as tar, nicotine, 3-4 benzpyrene, and cadium; and

Whereas the lungs of smokers would also benefit from periodic non-smoking breaks; and

Whereas the basic right of a nonsmoker to breathe air free from toxic and irritating tobacco fumes supersedes the right of another person to smoke when the two come into conflict with one another: Now, therefore, be it *Resolved by the SFA and SGA* that all members of the college community be urged to comply voluntarily with a ban on smoking at all group meetings held in confined quarters.

ALCOHOL POLICY

Villa Julie College allows the serving of beer and light wines to persons in accordance with state regulations at those college functions deemed appropriate and approved in advance by the Director of Student Activities.

Valid identification is required of all students and guests attending approved functions.

Students are responsible for properly regulating intake of alcohol at all campus functions and the college admonishes them not to drive after consuming alcoholic beverages.

Students are expected to recognize their responsibility for compliance with civil law and to exercise good judgement in the use of alcoholic beverages. Abuse of alcoholic beverages, or disorderly conduct resulting from its use, may result in expulsion from the function, and/or disciplinary action by the college.

DRUG POLICY

The Villa Julie community, recognizing the inherent dangers of drug abuse to both the individual and the community, affirms such abuse to be contrary to the goals of the college. Therefore, the use of drugs is prohibited on the college campus. Any such use is subject to disciplinary action by the college and/or appropriate legal action.

To aid the student involved in drug abuse, counseling is available through the resources of the Villa Julie community as well as through referrals to social agencies and psychiatric services.

HOUSING POLICY STATEMENT

Villa Julie College is a commuter college and therefore has no facilities for on-campus housing. As a service to students, a file of available housing is maintained in the Office of Student Activities.

In providing this information to students, it is not the college's intent to recommend or approve housing. Villa Julie College assumes no responsibility or liability for any contract or agreement between a landlord and a student.

PAYMENT OF TUITION AND FEES

Payment in full of the tuition and fees for each semester is required on or before Final Registration Day of that semester. Students will not be admitted to classes until all financial requirements are met.

REFUND POLICY

Tuition is refundable according to the following schedule:

FALL/SPRING SESSIONS

80% beginning with the first day of the semester and prior to the 8th calendar day of the semester.

60% beginning with the 8th day and prior to the 15th calendar day of the semester.

40% beginning with the 15th day and prior to the 22nd calendar day of the semester.

JANUARY/SUMMER SESSIONS

80% beginning with the first day of the semester and prior to the 8th calendar day of the semester.

60% beginning with the 8th day and prior to the 15th calendar day of the semester.

40% beginning with the 15th day and prior to the 22nd calendar day of the semester.

Refunds are computed as of the date on which a written request for refund is received in the Registrar's Office. Telephone withdrawals are not accepted.

Tuition and required fees are subject to the above policy. Miscellaneous charges and fees associated with individual courses; i.e., art course fees, are not subject to the refund policy.

FINANCIAL AID

Villa Julie College offers an extensive student financial aid program to assist students who would find it impossible to attend the college without such assistance. Financial aid is

provided through scholarships, grants, loans, and employment opportunities. Students applying for financial assistance will automatically be considered for all forms of aid for which they are eligible. An award package is frequently offered, consisting of various types of aid when necessary, to meet a student's financial need.

The basic criteria for qualifying for most financial aid programs is need, which is defined as the difference between the cost of education at Villa Julie College and the student's (and parents', if the student is dependent) ability to meet that cost. Financial need is determined through the use of a standard need analysis system which treats all students equally and fairly. Villa Julie College utilizes the Financial Aid Form (FAF) of College Scholarship Service.

Consult the Villa Julie College catalog for detailed financial aid information.

SECTION 8

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

YOUR RIGHTS AS A CONSUMER IN HIGHER EDUCATION AND HOW THEY ARE PROTECTED AT VILLA JULIE

Introduction:

In compliance with the "Family Educational Rights and Privacy Act of 1974" as amended (P.L. 93-568), Villa Julie College has formulated the following policy for release of student information, student access to records, and right of students to challenge accuracy of the record.

External Lawful Access to Student Records:

Student educational records are not released to anyone without the written consent of the student except as otherwise permitted by the statute. Exceptions include release of information to officials of other institutions in which students seek to enroll; persons or organizations providing student financial aid; accrediting agencies carrying out their accrediting function; persons in compliance with a judicial order; authorized officials who audit, evaluate or enforce Federal and State supported programs; persons in an emergency in order to protect the health or safety of students or that of other persons; parents of a student who have established the student's status as a dependent according the the Internal Revenue Code of 1954, Section 152.

Internal Lawful Access to Student Records:

Access to student files within the college is restricted to the student and to official personnel of the college who act in the student's educational interest. Official personnel include persons from the office of Dean of the College, Director of Student Activities, Registrar, Placement, Admissions, Financial Aid, Business Manager, and academic personnel within the limitations of their need to know.

Directory Information

Consent of the student is not required for release of "Directory Information"; viz. the student's name, address, date and place of birth, telephone number (if listed), dates of attendance, program pursued, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students may withhold Directory Information by notifying the Registrar in writing, on the form provided for this purpose, within the first two weeks of the academic year. Requests for non-disclosure will be honored by the college for one academic year, they must be filed annually.

Limitations on Students' Right to Inspect Educational Records:

Villa Julie College maintains student records in the offices named on the appended list. Excluded from the definition of educational records are the personal notes of teachers and administrators. Students also are not permitted access to their parents' financial statements.

Procedure for Inspection of Records

With the exception of those marked by an asterisk (*), the records are available to the individual student upon request. Students have the right to inspect and review information in their official college records. The Registrar coordinates the inspection and review procedures for student education records, which include academic, personal, placement, admissions and financial files. Students wishing to review their education records must have written requests of the Registrar listing the item or items of interest. The Registrar must grant access within a reasonable period of time, but in no case more than forty-five days after the request has been made. Students may have copies made of the records with certain exceptions (i.e., a copy of the academic record for which a financial "hold" exists, or a transcript of an original source document which exists elsewhere). These copies are made at the student's expense.

Right to Challenge Records:

Students who believe that information contained in their education records is inaccurate or misleading or violates their privacy or other rights, may discuss their problems informally with the Registrar. If the decisions are in agreement with the student's request, the records will be amended accordingly. If not, the student will be notified within a reasonable period of time (i.e., three weeks) that the records will not be amended; the student will also at that time be informed by the Registrar of his right to a formal hearing. Student requests for a formal hearing must be made in writing to the Dean of the college, who, within a reasonable period of time after receiving such requests (i.e., three weeks), will inform the student of the date, place and time of the hearing. The student may present evidence relevant to the issues raised and may be assisted or represented at the hearing by one or more persons of his choice, including an attorney, at the student's expense. The hearing panel which will adjudicate such challenges will be composed of the Dean of the college, the Director of Student Activities and the Department Chairman of the student's program.

Decisions of the Hearing Panels:

The decision of the hearing panel will be final. The decision will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reason for the decision, and will be delivered to all parties concerned. If, as a result of the hearing, the college decides that the information is inaccurate, misleading or otherwise in violation of the privacy or other rights of the student, it will amend the education records of the student accordingly and so inform him in writing. If, as a result of the hearing, the college decides that the information is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it will inform the student of the right to place in his education record a statement commenting upon the information in the education record and/or setting forth any reasons for disagreeing with the decision of the college. This statement will be placed in the education records and released whenever the records in question are disclosed.

Rights to File Complaints with the Department of Education:

A student who believes that his rights have been violated, may file a complaint with the Family Educational Rights and Privacy Act Office (FERPA), Department of Education, 330 Independence Avenue, S.W., Washington, D.C. 20201, concerning the alleged failure of the college to comply with the Act.

Student Records Maintained at Villa Julie College

Access	Material On File	Person in Charge Of Records
Business Office		
Administrators Staff	Nat'l Direct/Defense Stud. Loan Records Scholarship Records Tuition payment records Work-study stud. payroll	Business Manager
Admissions Office		
Admissions Committee Staff	Applications for admission to the college, and high school or previous college transcripts (later sent to Registrar's Office). Health records (later sent to Director of Student Activities Office), Application and transcripts of non-registrants (destroyed after 3 years). SAT Test result (later sent to Registrar's Office). Interview Record (later sent to Registrar's Office).	Director of Admissions
Director of Student Activities Office - (All records destroyed when student leaves the college)		
Director of Student Activities	Health Records	Director of Student Activities
Financial Aid Office		
Coordinator of Financial Aid	Financial Aid Form Pell Grant Student Eligibility Reports Statement of Educational Purpose-Selective Service Registration Compliance Promissory notes for NDSL Statement of Rights and Responsibilities for NDSL Schedule of repayment for NDSL Exit interview forms for NDSL	Director of Financial Aid

Registrar's Office

Administration Faculty	Materials submitted when applying for admission: applications, previous transcripts, SAT scores Academic data: VJC transcripts, class schedules, quarter grades class rank lists, probation lists	Registrar

Placement Office

Administration Faculty Staff	Records and employer evaluations of internship, fieldwork and clinical experience Students' employment records Faculty evaluations of students Student/alumni employment registrations and records of job referrals Alumni follow-up employment records Student activity records	Director of Placement

SECTION 9

REDRESS OF STUDENT GRIEVANCES AND DISCIPLINARY PROCEDURES

PREAMBLE

Villa Julie College sees itself not primarily as an institution, but an educational fellowship. Undertaking to educate more than the intellect, Villa Julie attempts also to provide a value-oriented education by emphasizing individuality, independence, openness, and responsibility. Foremost is its belief in the dignity of the individual: that each person has a unique potential for truth and goodness.

To facilitate the developpment of this potential, the College offers a sound educational program and promulgates policies which encourage the growth and maintenance of both individual and communal responsibility.

REDRESS OF STUDENT GRIEVANCES

The following procedures have been established to assure the resolution of student grievances in a reasoned and democratic fashion.

1. A student who feels that his/her academic rights have been violated by another student, faculty member, or administrator may appeal informally to the following persons:

   a. Person(s) directly involved
   b. Instructor or staff member of his/her choice
   c. Department Chairman
   d. Vice-President and Dean of the College

2. Non-academic grievances which involve members of the student body, faculty and administration members may be informally appealed to the following persons:

   a. Person(s) directly involved
   b. Counselor
   c. Director of Student Activities
   d. In case of faculty or administrative member, their immediate supervisor.

3. In the event that informal efforts to resolve the matter fail, the grievance may be presented in writing to the College Hearing Committee no sooner then five days after an informal resolution has been attempted. The procedure to be followed by the student is:

   a. Initiate a hearing by requesting it in writing.
   b. Select an adviser of his/her choice, if desired. (The adviser must be a member of the college community.)
   c. Present the necessary evidence and/or witnesses in support of grievance to Hearing Committee.
   d. Be present to hear and question adverse witnesses during the hearing.

DISCIPLINARY PROCEEDINGS

Villa Julie College affirms that "in developing a responsible student conduct, disciplinary proceedings play a role substantially secondary to example, counseling, guidance and admonition."[1] In the event, however, of a violation by a student member of established policies and regulations, charges may be brought against the student violator by any member of the college community. Charges of academic violations are to be filed with the Vice President of the college. Charges of non-academic violations are to be filed with the Director of Student Activities. The student shall be informed in writing of the charges filed against him/her. The student may elect to meet informally with the Vice President of the college or the Dean of Students for resolution of the charges or may request that the charges be considered by the College Hearing Committee.

[1]AAUP, "Joint Statement on Rights and Freedoms of Students," 1967.

THE COLLEGE HEARING COMMITTEE

The College Hearing Committee receives it authority from the President of the college. It shall consist of ten members, five of whom shall be designated by the President to sit on the Committee at any one time. The members, representing administration, faculty and students, shall be nominated by the Student-Faculty-Administration Board and shall be appointed by the President of the college. A chairperson shall be selected by the President. The members shall serve for a year's term.

A. JURISDICTION

1. To hear academic and non-academic grievance appeals.
2. To hear appeals of charges of student violations of established policies and regulations.
3. To impose sanctions of warning, censure, and restitution as the situation demands.
4. To recommend to the President that suspension, dismissal, or expulsion be imposed.

B. PROCEDURES

The College Hearing Committee shall adhere to the following procedures in hearing appeals of student grievances or appeals of charges of student violations of established policies and procedures.

1. Promptly upon receipt by the Committee Chairperson of a written request for a hearing, notice shall be given the appealer of the date and time of the hearing.
2. The burden of proof shall rest upon the individual(s) requesting a hearing.
3. A complete record of the hearing shall be kept. Tape recordings shall be considered adequate.
4. The information presented at the hearing will be regarded as confidential.
5. The decision of the Hearing Committee shall be final, subject only to the student's right of appeal to the President.

SANCTIONS

Villa Julie recognizes that the goals of discipline are rehabilitation and deterrence. In this spirit, the following sanctions may be recommended or imposed as appropriate, by either the President, Vice President or Director of Student Activities, or the College Hearing Committee.

1. *Restitution.* The student shall be liable for reimbursement for any damage of or misappropriation of either individual and/or community property. Forms for reimbursement may include appropriate service to repair or monetary compensation. Failure to make restitution within a reasonable time period can lead to further disciplinary action.

2. *Warning.* The student offender will receive verbal notice that he/she has violated college regulations and/or policies and continuation or repetition of the violation may lead to more severe disciplinary action.

3. *Censure.* The student offender will receive written notice that he/she has violated college regulations and/or policies.

4. *Suspension.* The student shall be excluded from classes and/or extracurricular activities and shall lose all rights and privileges of a student in good standing. The term of suspension and the conditions for readmission shall be stated in the notice of suspension. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President.

5. *Dismissal.* Dismissal. The student shall be terminated for an indefinate period of time and may be readmitted to the college only with the specific approval of the President, Vice President, and Director of Student Activities. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President.

5. *Expulsion.* The student shall be terminated permanently without the possibility of readmission to the college. A record of this action may be kept in the student's file for a limited duration as deemed appropriate by the President.

All rules and regulations set forth in this handbook have been designed to provide for the fullest intellectual and personal development of the student and to make for a pleasant and orderly way of life on the Villa Julie campus, with full protection for the rights of all.

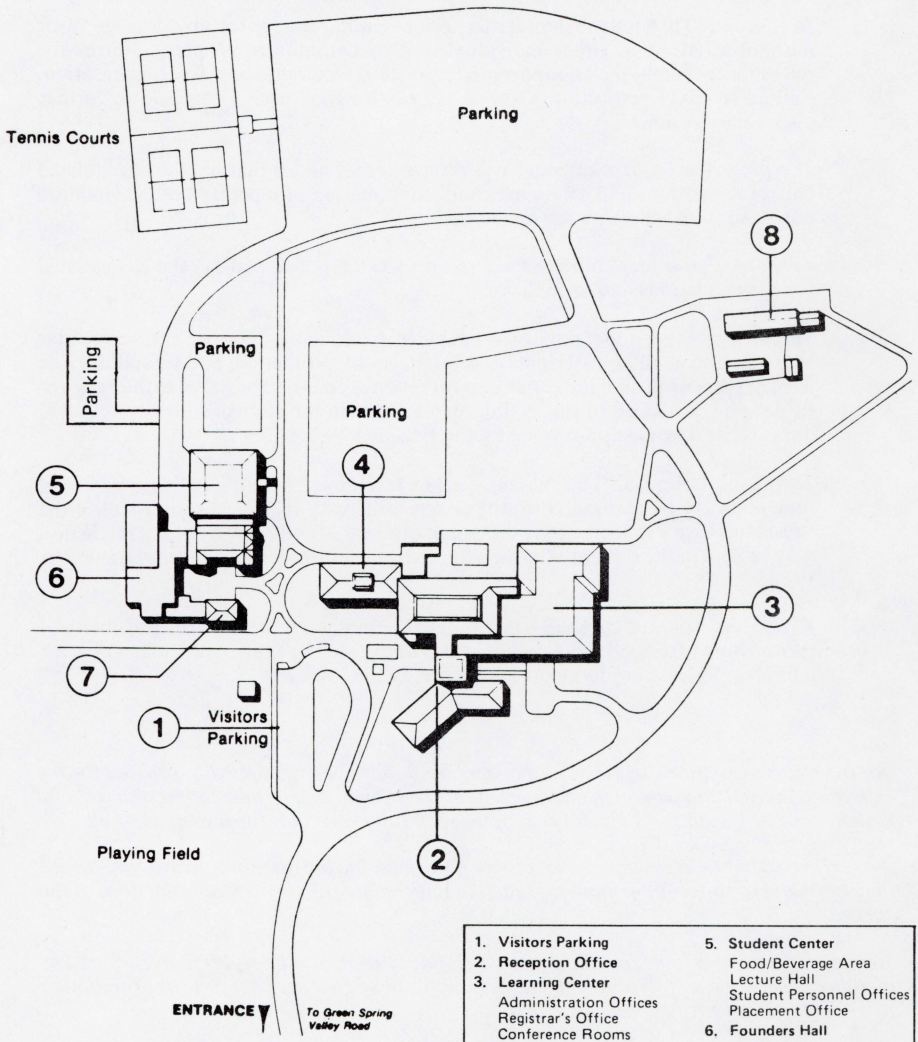
An earnest attempt has been made to answer here the principal questions which the student may have and to supply information needed to understand the services and functions of the college.

However, if any questions remain unanswered, the student should feel free to contact any member of the college staff or faculty, all of whom will be glad to convey the information or to direct the student to the proper source.

Have a happy year!

VILLA JULIE COLLEGE CAMPUS

SHOWING LOCATION OF BUILDINGS, OTHER FACILITIES



1. **Visitors Parking**
2. **Reception Office**
3. **Learning Center**
   - Administration Offices
   - Registrar's Office
   - Conference Rooms
   - Library
   - Classrooms
   - Inscape Theatre (2nd Floor)
4. **Art Wing**
   - Exhibition Hall
   - Studios
   - Photo-Darkroom
5. **Student Center**
   - Food/Beverage Area
   - Lecture Hall
   - Student Personnel Offices
   - Placement Office
6. **Founders Hall**
   - Classrooms
   - College Store
7. **Admissions Office**
8. **The Child's World Center — Cuvilly Hall**

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Villa Julie College admits students of any race, color, sex, national or ethnic orgin to all of the rights, privileges, programs, benefits, and activities generally accorded or made available to students at the College. It does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and other College-administered programs. The College also complies with all applicable laws and federal regulations regarding prohibition of discrimination on the basis of age, conditions of handicap, veteran status, or otherwise.

All information contained in this publication is subject to change, without notice, as conditions may warrant.

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